

Attachment A

To: **Mayor's Office of Employment Development (MOED)**
417 East Fayette Street
Room #468
Baltimore, MD 21202

Any and all records in your possession, custody or control, related to the Maryland Center for Arts and Technology (MCAT) for the period of January 1, 2011 to the present. Such records shall include, but are not limited to, the following:

- a. any communications, correspondence and emails related to MCAT, including any communications, correspondence and emails with or between Gary Brown, Roslyn Wedington, Catherine E. Pugh and others persons employed by or associated with MCAT;
- b. any memoranda, notes, files, documents, calendars, address books, photographs and journal entries related to MCAT;
- c. records of payments, grants, gifts, donations, non-cash assistance, consignments, reimbursements, contracts of purchase or sale, receipts, invoices, account transaction histories, credit cards, checks, wire transfers, promissory notes, loans and lines of credit;
- d. records related to withholding of income taxes, tax filings, tax returns (including Forms W-2, 1099, 990 and/or 1040) unemployment tax filings, and filings or correspondence about seeking or maintaining tax exempt status;
- e. employee files, time sheets, attendance records and payroll records;
- f. independent contractor agreement, subcontractor agreements, marketing agreements, consulting agreements and agency agreements;
- g. records related to workers compensation claims, insurance coverage and benefits;
- h. bookkeeping and accounting records;
- i. applications for and correspondence about federal or state funding or grant awards;
- j. records containing or referencing usernames and/or passwords;
- k. records containing general business communications to vendors, service providers, rent negotiations, and event planning and scheduling; and
- l. records related to the opening, closing, access, control or use or any email accounts.